Help Promote Fair, Open and Effective Public Administration
Join the Office of The Ombudsman

Senior Manager (Human Resources)

Duties

Reporting to the Chief Manager, the incumbent will head the Human Resources Section under the Administration and Development Division and perform human resources (HR) management duties as follows:

(a) To take charge of a full spectrum of HR functional areas, including recruitment and appointment, talent management and development, compensation and benefits, performance management and employee discipline, and employee relations;
(b) To assist in the review and formulation of human resources policies and procedures for alignment with organisational goals and objectives;
(c) To formulate and implement strategies and programmes to enhance employee experience and promote employee engagement;
(d) To carry out/oversee studies/researches of HR metrics and analytics to ensure the organisation's competitiveness as employer as and when necessary;
(e) To oversee the digital transformation of human resources functions and processes;
(f) To handle complaints against staff made by members of the public as and when necessary; and
(g) To collaborate with various stakeholders to ensure the alignment of HR strategies with operational needs of the organisation.

Entry Requirements

(a) A recognised degree from a Hong Kong university or equivalent;
(b) At least 10 years' administrative/management experience preferably including 5 years in human resources management (experience in non-governmental organisations or the public sector will be an advantage);
(c) Good command of spoken and written Chinese and English;
(d) Strong leadership, analytical and interpersonal skills;

(e) A strong communicator capable of building strong relationships with employees at all levels; and

(f) Knowledge of and experience in projects of digital transformation of human resources management will be an advantage.

Shortlisted candidates will be required to take a written test.

Remuneration and Terms

A competitive remuneration package will be offered, which includes a basic salary around **HK$72,200** plus **HK$9,700** cash allowance per month at current levels, and various benefits like paid annual leave, medical & dental insurance, death & disability insurance, etc. The successful candidate will be appointed on three-year contract terms. Subject to satisfactory performance, a gratuity will be payable on completion of the three-year contract, which, when added to the employer's contribution to a Mandatory Provident Fund scheme, equals 15% of the total basic salary for the contract period. Depending on service need and staff performance, contract renewal will be offered.

Application

Application form is available on our website (http://www.ombudsman.hk). Please send your application (which should include a completed application form, a CV and a cover letter) by email to hr@ombudsman.hk not later than **12 May 2023.** Applicants who do not receive a reply within two months from the closing date should regard their applications as unsuccessful. For enquiries, please call 2629 0423.

General Notes

*All applications will be treated in the **strictest confidence**. Personal data provided will be used strictly for recruitment and employment-related purposes. Applicants may request access to and correction of personal data collected from them. Such requests should be sent to the Chief Manager at G.P.O. Box No. 3300, Hong Kong.*

The Ombudsman is an Equal Opportunities Employer.